

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)

December 17, 2021

RFP 2022-18

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide a comprehensive **Needs Assessment** of Alabama's continuum of care for substance use services, including treatment and prevention services. Proposals will be accepted until **Friday, January 21, 2022 at 2:00 pm.**

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature.

**MAILING NOTE:**

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

*Cedric Harrison*

Cedric Harrison, Director  
Office of Contracts & Purchasing

**Organization:** Alabama Department of Mental Health

**RFP Closing Date:** **Friday, January 21, 2022 at 2:00 pm.**  
**Review Mailing Note.**

**RFP Contact Info:** Leola Rogers  
AL DMH  
Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

**MAILING NOTE:**

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

**ADDITIONAL INFORMATION**

1. Who **may not** respond to this RFP? DMH Certified and/or Contracted Providers, Employees of DMH, and current State employees.
2. In order to transact business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: [www.sos.alabama.gov](http://www.sos.alabama.gov)
3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
4. All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

**RFP 2022-18**  
**SCHEDULE OF EVENTS**

(All times are in Central Time)

The following RFP Schedule of Events represents the ADMH's best estimate of the schedule that shall be followed. *Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates.* ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at [www.mh.alabama.gov](http://www.mh.alabama.gov) for review.

Date	Item	Methods
December 17, 2021	RFP Release	USPS, ADMH Website, and STAARs website
December 28, 2021 by 12:00 pm	Deadline to submit RFP questions or requests for clarification in Word	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
January 3, 2022	RFP Q&A to be posted for review	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
January 21, 2022 2:00 pm	RFP Submissions: 1 original & 2 copies	USPS or FedEx or UPS (Review mailing note)
January 21, 2022 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
March 1, 2022 Approximately	Notification of selection status	USPS (In writing)
<b>Submit RFP Responses To:</b> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

Specifications for Request for Proposal for an individual or entity to produce a comprehensive Alabama statewide Needs Assessment of substance use treatment and prevention services.

## **PROPOSAL REQUIREMENTS**

The Alabama Department of Mental Health (ADMH), Division of Mental Health and Substance Abuse Services desires to fund services with an individual and/or entity to provide a statewide comprehensive **Needs Assessment of substance use treatment and prevention services** and recommendations for implementing information gained from the Needs Assessment.

The proposal shall be developed following the outline below. Each section, A-F, in the Statement of Work must be addressed, and appendices provided where indicated.

The information provided under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to ensure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to ensure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application. The proposal should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should **not exceed the page requirements listed below. Appendixes are not included in the page restrictions.**

## **STATEMENT OF WORK**

### **A. Cover Page**

Applicants should provide a cover page that includes:

- Legal name of the entity or individual;
- Contact person;
- Address, phone number, fax number, and email of the contact person; and
- Date of submission.
- RFP number & name

**Not to exceed one (1) page. Review Criteria: 5 Points**

**The applicant organization provides the listed requirements within the page limit specified.**

### **B. Scope of Work**

- Ability to produce a comprehensive Needs Assessment no later than September 29, 2022.
- Ability to work flexible hours.

### **C. Nature of Work**

- Provide consultation to ADMH during the Needs Assessment process.

- Assess the current Substance Use ADMH continuum of care to include treatment and prevention services.
- Provide documented information on national best practices for substance use treatment and prevention services.
- Develop a crosswalk of Alabama's current substance use treatment and prevention delivery system with national best practices
- Deliver recommendations based on the final Needs Assessment with regards to how to use the information provided.
- Develop standard key performance measures to measure the effectiveness of state certified substance use treatment and prevention services including a standardized reporting mechanism to be used by providers.
- Develop a dashboard to be used by ADMH in evaluating key data points developed as a result of the Needs Assessment to guide future program design and policy decisions and to communicate with providers of services.
- Perform ad-hoc analysis per the direction of ADMH.

#### **D. Knowledge**

- Knowledge of substance use prevention and treatment services.
- Knowledge of Needs Assessments.
- Knowledge of national best practices for a substance use continuum to include prevention services.
- A summary description of the entity's understanding of the reasoning for a Needs Assessment related to substance use treatment and preventions services in the State of Alabama.
- A description of ability to address the responsibilities and tasks of evaluation.
- Examples of prior work in producing Needs Assessments.

**Not to exceed 3 pages. Review Criteria: 40 Points**

**The plan is clear, containing appropriate plans and procedures to meet responsibilities and deliverables. The listed requirements are included within the page limit specified.**

#### **E. Qualifications**

- Experience in working within the State of Alabama.
- Experience in working with ADMH, specifically the substance use division.
- Experience in working with non-profit and for profit providers of substance use treatment and prevention services.
- Experience working with diverse groups including other service agencies such as hospitals, state and local consumer organizations.

**Not to exceed 3 pages. Review Criteria: 40 Points**

**The team qualifications are clearly demonstrated through a concise summary of current or previous work with experience in similar projects, addressing the requirements within the page limit specified.**

## **F. Budget**

Please provide a detailed, line item annual budget for this project.

- A listing of all personnel, by position for this project, inclusive of level of effort, that will contribute in any way to the operation of this project, salaries, fringe benefits, and full-time equivalency status (Resumes for these personnel will be designated separately as Appendix III);
- All proposed costs are justifiable; and
- A narrative budget justification for each line item. (The budget will be designated separately as Appendix IV.)

### **Review Criteria: 15 Points**

**The budget reflects realistic and justifiable cost for the provision of services.**

## **REVIEW CRITERIA**

The DMH reserves the right to request necessary amendments, reject any and all proposals received, or cancel this RFP according to the best interest of the DMH.

The DMH, also, reserves the right to waive any informalities in this process, providing such is in the best interest of the DMH. Where DMH may waive any informalities, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the contract.

All proposals, which satisfactorily meet the submission requirements specified below, will be evaluated based upon the criteria indicated in each section of the Statement of Work.

## **SUBMISSION REQUIREMENTS**

Proposals shall be submitted in the following written format:

### **a. TABLE OF CONTENTS:**

Page numbers shall be listed for each of the major sections of the proposal, including all items listed under the Statement of Work, and for each Appendix.

### **b. STATEMENT OF WORK:**

Each item listed in the RFP under the statement of work must be addressed.

### **c. LITERATURE CITATIONS:**

Complete citations shall be provided for any literature referenced in the proposal.

## **APPENDICES:**

Include each appendix listed in the guidelines for the Statement of Work.

In the event it becomes necessary to revise any portion of the RFP, DMH will post these changes on its web site: [www.mh.alabama.gov](http://www.mh.alabama.gov).

This announcement does not commit DMH to award a contract or pay any costs incurred in the preparation of proposals. DMH reserves the right to accept or reject, in whole or in part all proposals submitted, and/or to cancel this announcement. The contract award(s) shall be based upon the proposal(s) most advantageous to DMH.

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Your entire proposal must be received at the following address no later than **2:00 pm on Friday, January 21, 2022. Please review the mailing note.**

**Submit RFP Responses To:**

AL Department of Mental Health  
Office of Contracts & Purchasing  
RSA Union Building  
100 N. Union Street, Suite 570  
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

**Evaluation Process**

A review committee will examine each eligible proposal submitted. The DMH may elect to conduct interviews with finalists. DMH expects a final selection on or around March 1, 2022.

**Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

<b>STATEMENT OF WORK</b>	<b>Page Limit</b>	<b>Total Points Available</b>
A. Cover Page	Not to exceed 1 page	5 Points
B. Knowledge	Not to exceed 3 pages	40 Points
C. Qualifications, Experience, Prior Work	Not to exceed 3 pages.	40 Points
D. Budget	NA	15 Points

## **Selection Criteria**

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the knowledge, qualifications, experience, prior work, and the budget to meet the evaluation requirements.
2. Resources available to perform the work, including any specialized experience in substance use disorders treatment services.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Ability to meet deliverables and provide services.
5. Ability and proven history in handling special project contracts.